

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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June 12, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE A SOLE SOURCE  
CONTRACT BETWEEN LOS ANGELES COUNTY AND  
THE LOS ANGELES HOMELESS SERVICES AUTHORITY FOR  
SERVICES TO HOMELESS CalWORKs FAMILIES  
(ALL DISTRICTS – 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign the attached sole source contract with the Los Angeles Homeless Services Authority (LAHSA), commencing on July 1, 2007, or the day after Board approval, whichever is later, through June 30, 2008, with County options to extend for two additional one-year terms, for the provision of services under the Homeless CalWORKs Families Project (HCFP) to homeless CalWORKs Welfare-to-Work (WtW) participants. The maximum contract sum is \$2,005,252 and is included in the Department's FY 2007-2008 proposed budget. The maximum annual contract amount for each of the one-year extensions is \$2,005,252.
2. Delegate authority to the Director of the Department of Public Social Services (DPSS), to exercise the County's option to extend the contract for two additional one-year terms, at the projected cost of \$2,005,252 per fiscal year, in accordance with the terms of the contract.
3. Delegate authority to the Director of DPSS, to prepare and sign amendments to the above contract for any cumulative increase or decrease, of no more than 15 percent of the total original contract amount when the change is necessitated by

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additional and necessary services that are required in order for the Contractor to comply with changes in federal, State, or County requirements. The approval of the Chief Administrative Office (CAO) and County Counsel will be obtained prior to executing such amendments, and the Director of DPSS will notify the Board and the CAO in writing within ten (10) business days after execution.

4. Delegate authority to the Director of DPSS, to provide Contractor with advance payments to cover Contractor's operational/administrative costs. The advance payment will not exceed one-twelfth of the contract amount or \$167,104 and County shall fully recoup all advances in the current fiscal year.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The contract with LAHSA will continue to provide transportation, crisis intervention referrals, emergency shelter, transitional housing, emergency supplies (diapers, hygiene products, infant items, and clothing) and permanent housing resources to families participating in the project. The families must be aided on CalWORKs, and the adult on the case must be aided/time-limited, and employed or participating in WtW activities.

On June 27, 2006, your Board approved a Motion which instructed DPSS to conduct a feasibility study to determine if all services provided by LAHSA in conjunction with the County could be assumed by a County Department. LAHSA and the participating County Departments agreed that LAHSA staff should discontinue their participation with the Skid Row Outreach Team (SROT) as a result of the feasibility study.

The contract reflects the discontinuance of LAHSA staff from participating in the SROT. LAHSA SROT staff, along with the associated FY 2007-2008 funding in the amount of \$105,252 will transfer to the HCFP contract from the Outreach and Emergency Shelter Services (OESS) contract. The HCFP contract previously allocated two (2) LAHSA staff to each of six project sites with a projected caseload of fifty (50) families each. However, at the Department of Mental Health's (DMH) project site, the caseload increased to one hundred (100) families necessitating two (2) additional staff for the HCFP program.

#### **Implementation of Strategic Plan Goals**

The contract is consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being: to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five (5) outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

### **FISCAL IMPACT/FINANCING**

The maximum annual cost of the contract is \$2,005,252. This amount includes the cost associated with the redeployment of LAHSA SROT staff from the OESS Contract.

The cost of the contract is fully funded with CalWORKs Single Allocation. Funding for this contract is included in the FY 2007-2008 Proposed Budget. Funding for the future fiscal years will be included in the Department's Budget Requests. There is no additional Net County Cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met.

The maximum annual contract cost for each of the two one-year period extensions, if exercised, is \$2,005,252 and will be included in DPSS' budget request. All of the advances will be recouped in the current fiscal year, or upon termination of the agreement, whichever occurs first.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The purpose of this contract is to connect homeless CalWORKs families with public benefits, mental health services and to assist them in finding permanent housing. The families must be aided on CalWORKs, and the adult on the case must be aided/time-limited, and employed or participating in WtW activities (to qualify for Single Allocation funding). LAHSA will assist CalWORKs families by providing transportation, crisis intervention referrals, emergency shelter, transitional housing, emergency supplies (diapers, hygiene projects, infant items, clothing), and permanent housing resources.

The award of this contract will not result in unauthorized disclosure of confidential information and is in full compliance with federal, State and County regulations.

The Contractor will not be asked to perform services which will exceed the contract's scope of work and/or term of the contract.

California Government Code Section 11019.5(e) provides that the County, upon determining that an advance payment is essential for the effective implementation of particular programs, to the extent funds are available, and not more than once each month, may advance to other affected local public agencies located within its jurisdiction, an amount not to exceed one-twelfth of the annual allocations (\$2,005,252), reimbursements, or subventions required for the delivery of services, pursuant to related federal and State law.

The CAO has approved the contract provisions for amendments to increase the contract amount when the increase is necessitated by additional and necessary services.

The scope of the delegated authority to amend the contract has been approved by County Counsel.

The contract is in compliance with all Board and CAO requirements and has been approved as to form by County Counsel.

### **CONTRACTING PROCESS**

This sole source contract will be procured in accordance with Title 45, Code of Federal Regulations, Part 74, and California Department of Social Services Regulation Section 23-650.1.12, which allows for non-competitive contracting with public agencies.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply as the recommended contract is not being awarded under the provisions of Chapter 2.121 of the County Code.

### **IMPACT ON CURRENT SERVICES**

The contract will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County. The contract will not result in reduced services.

### **CONTRACT PERFORMANCE**

The Department's quarterly monitoring in the areas of fiscal, administrative, and service delivery and LAHSA's performance is monitored through an evaluation of their Monthly Management Reports (MMRs). LAHSA's overall performance, from December 2004 through May 2007 was satisfactory.

The contract's current Performance Outcomes Measures included the provision that families are to be placed in emergency shelter within one day of the request and to transport families to the Department of Public Social Services and the Department of Mental Health in a timely manner. Through quarterly monitoring of case records, LAHSA continues to perform satisfactorily.

**CONCLUSION**

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return four (4) adopted stamped Board Letters and four (4) original signed copies of the contract to the Director of DPSS, and one (1) adopted, stamped copy to:

Office of the County Counsel  
Social Services Division  
Attn: Diane Cachena  
500 W. Temple Street, #602  
Los Angeles, CA 90012

Respectfully Submitted,



Philip L. Browning  
Director

PLB:srg

Enclosures

c: Chief Administrative Officer  
County Counsel  
Auditor-Controller  
Executive Officer, Board of Supervisors